

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.

The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:

- DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
- SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
- ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.depded@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com - For Local government units

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email address:

7. Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
 8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____ DOST-STII _____
 Region: _____ NATIONAL CAPITAL REGION _____
 Address: STII BUILDING, DOST COMPLEX, GEN. A. SANTOS AVE.,
 _____ BICUTAN, TACUIG CITY _____

Agency Account Code: _____ Q024 _____

Contact Person: _____ MS. MA. RACHEL DIANA S. MESIAS _____
 Position: _____ ADMINISTRATIVE AIDE I _____
 E-mail: _____ lecharr09@yahoo.com _____
 Telephone/Mobile Nos: _____ 837-2191 loc. 104 _____

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	61	6	18	85	43	3	3	49	46	3					7	13	56	242	17.42	4,215.64
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	52	6	10	68	39	4	2	45	43	4					4	13	51	214	3,216.42	3,216.42
3 BATTERY, dry cell D, 2 pieces per blister pack	pack	2	0	0	2	2	0	0	2	2	0					0	0	2	8	77.56	620.48
4 FLUORESCENT LAMP, tubular, 28 watts	tube	0	0	0	0	0	0	0	0	0	0					0	0	0	0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube	0	0	0	0	0	0	0	0	0	0					0	0	0	0	36.30	-
6 Light Bulb, LED, 7 watts 1 pc in individual box	piece	36	0	0	36	0	0	0	0	36	0					0	0	0	72	93.29	6,716.88
7 TAPE, electrical	roll	17	0	0	17	5	0	0	5	15	0					0	0	5	42	18.20	764.40
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll	2	0	0	2	2	0	0	2	2	0					2	0	2	8	624.00	4,992.00
2 AIR FRESHENER, 280ml/150g min	can	32	1	12	45	17	1	2	20	22	1					25	1	12	125	83.20	10,400.00
3 ALCOHOL, 70% ethyl, 500ml	bottle	13		7	23	13	3	2	18	13	3					18	3	8	24	47.82	3,669.06

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
4 CARBON FILM, A4 size, 100 sheets per box	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	197.58	395.16
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	202.80	202.80
6 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	64.48	-
7 CHALK, white, enamel, 100 pieces per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25.86	-
8 CLEARBOOK, A4 size	piece	69	1	0	70	31	1	0	32	51	2	0	53	34	2	0	36	191	39.52	7,548.32
9 CLEARBOOK, Legal size	piece	72	2	0	74	30	2	0	32	50	1	10	61	32	1	0	33	200	43.68	8,736.00
10 CLIP, backfold, 19mm, 12 pieces per box	box	83	5	5	93	66	5	5	76	76	5	5	86	66	5	5	76	331	7.28	2,409.88
11 CLIP, backfold, 25mm, 12 pieces per box	box	83	5	5	93	66	5	5	76	76	5	5	86	66	5	5	76	331	13.50	4,468.50
12 CLIP, backfold, 32mm, 12 pieces per box	box	80	0	0	80	63	0	0	63	77	0	0	77	63	0	0	63	283	19.12	5,410.96
13 CLIP, backfold, 50mm, 12 pieces per box	box	122	0	0	122	78	0	0	78	72	0	0	72	58	0	0	58	330	43.68	14,414.40
14 CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic	piece	32	5	0	37	26	0	0	26	32	0	0	32	26	0	0	26	121	31.20	3,775.20
15 DATA FILE BOX, made with chipboard, with closed ends	box	65	1	0	66	65	1	0	66	40	0	0	40	30	0	0	30	202	69.78	14,095.56
16 DATA FOLDER, made with chipboard, tagline lock	piece	181	20	21	222	227	20	21	268	137	20	21	178	137	20	30	187	855	68.64	58,687.20
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	21	1	2	24	16	0	0	16	17	0	0	17	15	0	0	15	72	381.54	27,470.88
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	10	1	2	13	2	0	0	2	3	0	0	3	1	0	0	1	19	507.40	9,640.60
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	15	1	1	17	4	0	0	4	5	0	0	5	4	0	0	4	30	621.71	18,651.30
20 ENVELOPE, EXPANDING, plastic	piece	121	24	1	146	122	0	0	122	116	0	0	116	116	0	0	116	500	27.61	13,805.00
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	11	0	0	11	7	0	0	7	10	0	0	10	7	0	0	7	35	499.20	17,472.00
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	11.11	22.22
24 ERASER, plastic or rubber	piece	13	3	0	16	4	0	0	4	5	0	0	5	1	0	0	1	26	2.29	59.54
25 FASTENER, for paper, metal, 50 sets per box	box	38	0	0	38	34	0	0	34	32	0	0	32	28	0	0	28	132	57.09	7,535.88
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	40	0	0	40	39	0	0	39	24	0	0	24	24	0	0	24	127	70.67	8,975.09
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	30	10	10	50	20	10	10	40	20	10	10	40	20	10	10	40	170	12.48	2,121.60
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	20	10	10	40	10	10	10	30	10	10	10	30	10	10	10	30	130	16.64	2,163.20
29 FOLDER, Fancy, A4, 50s/bundle	bundle	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	234.00	2,340.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15	291.20	4,368.00
31 FOLDER, L-type, A4, 50 pieces per pack	pack	17	0	0	17	11	0	0	11	12	0	0	12	10	0	0	10	50	166.40	8,320.00
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	16	0	0	16	11	0	0	11	10	0	0	10	10	0	0	10	47	203.84	9,580.48
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	7	0	0	7	2	0	0	2	1	0	0	1	2	0	0	2	12	746.72	8,960.64
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	17	0	0	17	7	0	0	7	8	0	0	8	7	0	0	7	39	179.28	6,991.92
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	18	0	0	18	7	0	0	7	10	0	0	10	7	0	0	7	42	200.37	8,415.54
36 GLUE, all purpose, 300 grams min.	jar	36	5	0	41	23	0	0	23	28	0	0	28	21	0	0	21	113	44.18	4,992.34
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	72	0	0	72	65	0	0	65	60	0	0	60	50	0	0	50	247	50.84	12,557.48
38 LOOSELEAF COVER, 50sets per bundle	bundle	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	539.76	539.76
39 MAGAZINE FILE BOX, LARGE	piece	38	1	10	49	28	1	0	29	13	0	0	13	13	0	0	13	104	41.60	4,326.40
40 MARKER, fluorescent, 3 colors per set	set	45	5	2	52	30	3	2	35	28	3	2	33	23	3	2	28	148	35.55	5,261.40
41 MARKER, whiteboard, bullet type, black	piece	60	7	5	72	28	2	5	35	33	0	5	38	28	0	5	33	178	10.28	1,829.84
42 MARKER, whiteboard, bullet type, blue	piece	63	3	5	71	34	0	5	39	41	0	5	46	34	0	5	39	195	10.28	2,004.60
43 MARKER, whiteboard, bullet type, red	piece	41	0	5	46	31	0	5	36	39	0	5	44	31	0	5	36	162	10.28	1,665.36
44 MARKER, permanent, bullet type, black	piece	78	7	3	88	36	2	3	41	52	0	3	55	31	0	3	34	218	9.65	2,103.70
45 MARKER, permanent, bullet type, blue	piece	65	5	3	73	26	0	3	29	39	2	3	44	25	2	3	30	176	9.65	1,698.40
46 MARKER, permanent, bullet type, red	piece	23	1	3	27	15	0	3	18	20	1	3	24	15	0	3	18	87	9.65	839.55
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	29	3	12	44	20	1	2	23	13	0	2	15	30	0	2	32	114	10.40	1,185.60
48 NOTE PAD, stick-on, (2"x3") 100 sheets per pad	pad	28	0	0	28	22	0	0	22	28	0	0	28	7	0	0	7	85	31.20	2,652.00
49 NOTE PAD, stick-on, (3"x3") 100 sheets per pad	pad	54	0	2	56	33	0	2	35	28	0	2	30	28	0	2	30	151	40.54	6,121.54
50 NOTE PAD, stick-on, (3"x4") 100 sheets per pad	pad	32	0	0	32	22	0	0	22	32	0	0	32	17	0	0	17	103	54.06	5,568.18

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51 PAD PAPER, Ruled	pad	25	0	0	25	15	0	0	15	20	0	0	20	15	0	0	15	75	1,369.50
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	87	5	5	97	53	5	5	63	64	5	5	74	53	5	5	63	297	3,816.45
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	72	7	5	84	47	5	5	57	59	5	5	69	37	5	5	47	257	6,43
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	164	70	47	281	143	48	31	222	185	55	31	271	123	48	31	202	976	1,652.51
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	134	45	21	200	108	26	16	150	125	29	16	170	98	26	16	140	660	87,133.20
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	132	99	27	258	117	75	15	207	132	99	27	258	117	75	15	207	930	85,504.20
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	114	0	0	114	92	0	0	92	114	0	0	114	92	0	0	92	412	47,112.20
58 PARCHEMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	6	0	0	6	2	0	0	2	4	0	0	4	4	0	0	4	16	1,414.40
59 PAPER, Thermal, 216mm x 30m	roll	10	0	0	10	13	0	0	13	7	0	0	7	13	0	0	13	43	1,339.45
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	28	0	0	28	21	0	0	21	25	0	0	25	22	0	0	22	96	1,883.52
61 PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	278.72
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	19	1	0	20	4	0	0	4	9	1	0	10	4	0	0	4	38	60.32
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	37	5	0	42	12	0	0	12	17	2	0	19	16	0	0	16	89	7,729.65
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	46	0	0	46	16	0	0	16	16	0	0	16	16	0	0	16	94	24,145.78
65 RUBBER BAND, 70mm mini lay flat length (#18)	box	6	0	1	7	1	0	0	1	5	0	1	6	1	0	0	1	15	1,399.65
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	8	0	0	8	1	0	0	1	2	0	0	2	1	0	0	1	12	185.76
67 SIGN PEN, black	piece	23	0	0	23	18	0	0	18	18	0	0	18	23	0	0	23	82	3,124.20
68 SIGN PEN, blue	piece	172	19	23	214	123	9	5	137	150	9	23	182	107	9	5	121	654	24,917.40
69 SIGN PEN, red	piece	42	0	5	47	37	0	0	37	37	0	0	37	42	0	0	42	163	6,210.30
70 STAMP PAD INK, violet, 50mL	bottle	19	2	0	21	10	0	0	10	15	1	0	16	10	0	0	10	57	1,403.91
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	13	2	0	15	2	0	0	2	7	1	0	8	2	0	0	2	27	746.82
72 STAPLE WIRE, Heavy duty 23/13	box	41	5	5	51	28	5	0	33	29	5	0	34	33	5	0	38	156	4,745.52
73 STAPLE WIRE, Standard	box	79	9	5	93	63	10	2	75	55	10	2	67	59	0	2	61	296	5,600.32
74 TAPE, masking, 24mm, 50 meters length	roll	61	1	0	62	34	0	0	34	46	1	0	47	29	0	0	29	172	9,480.64
75 TAPE, masking, 48mm, 50 meters length	roll	56	1	0	57	31	0	0	31	39	0	0	39	28	0	0	28	155	

[illegible]

[illegible]

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
14	INK CART, CANON PG-740, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
15	INK CART, CANON PGi-725, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	574.08
16	INK CART, CANON CLI-726, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	534.56
17	INK CART, CANON CL-81i, Colored	cart	10	0	0	10	10	0	10	0	10	10	0	10	10	0	10	40	0	970.32
18	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38,812.80
19	INK CART, CANON CLI-726, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	945.36
20	INK CART, CANON CLI-726, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	535.60
21	INK CART, CANON CLI-726, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	535.60
22	INK CART, EPSON C13T038190 (To 38), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	535.60
23	INK CART, EPSON C13T039090 (To 39), Colored	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	491.92
24	INK CART, EPSON C13T05190(73N)(g1N),Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	770.64
25	INK CART, EPSON C13T05290(73N)(g1N),Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40
26	INK CART, EPSON C13T05390(73N)(g1N),Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40
27	INK CART, EPSON C13T05490(73N)(g1N),Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40
28	INK CART, EPSON C13T664100 (T6641), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	254.80
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	254.80
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	254.80
32	INK CART, HP 51645A, (HP45), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,346.80
33	INK CART, HP C1833A, (HP23), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,612.00
34	INK CART, HP C4844A, (HP10), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,554.80
35	INK CART, HP C4906AA, (HP940XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,554.80
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,034.80
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,034.80
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	982.80
39	INK CART, HP C4936A, (HP18), Black	cart	0	0</																

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64	INK CART, HP CC640WA, (HP60), Black	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20	639.60	12,792.00
65	INK CART, HP CC641WA, (HP60XL), Black	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20	1,445.60	28,912.00
66	INK CART, HP CC643WA, (HP60), Tri-color	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP90), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP90), Tri-color	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	1	2	0	3	2	0	0	2	1	2	0	3	2	0	0	2	10	1,086.80	10,868.00
71	INK CART, HP CD887AA, (HP703), Black	11	5	5	21	11	5	5	21	11	5	5	21	11	5	5	21	84	358.80	30,139.20
72	INK CART, HP CD888AA, (HP703), Tri-color	11	5	5	21	11	5	5	21	11	5	5	21	11	5	5	21	84	358.80	30,139.20
73	INK CART, HP CD971AA, (HP 920), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tri-color	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	25	7	0	32	25	6	1	32	25	6	1	32	25	7	0	32	128	358.80	45,926.40
85	INK CART, HP CN693AA, (HP704), Tri-color	20	6	0	26	20	6	1	27	20	6	1	27	20	6	0	26	106	358.80	38,032.80
86	INK CART, HP CZ107AA, (HP678), Black	45	5	5	55	35	5	5	45	35	5	5	45	35	5	5	55	200	358.80	71,760.00
87	INK CART, HP CZ108AA, (HP678), Tricolor	40	5	5	50	30	5	5	40	30	5	5	40	30	5	5	50	180	360.88	64,958.40
88	INK CART, HP CZ121A (HP685A), Black	1																		

[illegible]

Item & Specifications		Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT			
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
COMMON ELECTRICAL SUPPLIES																			
1																			
2																			
3																			
COMMON OFFICE EQUIPMENT																			
1	CALCULATOR, MINI-PRINTING, 1 unit per box	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	930.80
2	CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,965.60
3	ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, 3 compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit	1	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2	3,315.52
4	MECAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,704.00
WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, Interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box																			
COMMON OFFICE SUPPLIES																			
1	CARTOLINA, white, 20 pieces per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52.00
2	CLIP, bulldog, 73mm (3")	piece	40	0	0	40	20	0	20	0	0	20	10	0	0	0	10	90	8.32
3	COLUMNAR PAD, 18 cols, 50 gsm min.	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	65.52
4	ENVELOPE, PAY, 500 pieces per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	114.71
5	ILLUSTRATION BOARD, (30"x40")	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35.05
6	INDEX CARD BOX, 3"x5"	piece	2	0	5	7	0	0	0	0	0	1	0	0	0	0	5	5	36.40
7	INDEX CARD BOX, 5"x8"	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3	55.12
8	INDEX CARD, 3"x5", 500 pieces per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51.27
9	INDEX CARD, 5"x8", 500 pieces per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	139.34
10	MANILA PAPER, 105sheets per pack	pack	14	0	0	14	1	0	0	0	1	8	0	0	0	0	1	24	26.00
11	MAP PIN, round head, 100 pieces per case	case	14	0	0	14	10	0	0	0	10	9	0	0	0	0	8	41	40.35
12	OIL, for general purpose lubricant, 120 mL	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36.90
13	PAPER, Thermal, 210mm x 30m	roll	14	0	0	14	14	0	0	0	14	14	0	0	0	0	14	56	29.95
14	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	22	1	4	27	10	0	10	13	0	14	0	0	0	0	10	60	24.96
15	RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16.12
16	RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	42	0	0	42	37	0	0	0	42	7	0	0	0	0	7	128	150.80
19,302.40																			

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
	4				0				0				0				0	0	-
	5				0				0				0				0	0	-
	6				0				0				0				0	0	-
	7				0				0				0				0	0	-
	8				0				0				0				0	0	-
	9				0				0				0				0	0	-
	10				0				0				0				0	0	-
	1				0				0				0				0	0	-
	2				0				0				0				0	0	-
	3				0				0				0				0	0	-
Office Supplies	4				0				0				0				0	0	-
	5				0				0				0				0	0	-
	6				0				0				0				0	0	-
	7				0				0				0				0	0	-
	8				0				0				0				0	0	-
	9				0				0				0				0	0	-
	10				0				0				0				0	0	-
	1				0				0				0				0	0	-
	2				0				0				0				0	0	-
	3				0				0				0				0	0	-
Audio and visual presentation and composing equipment	4				0				0				0				0	0	-
	5				0				0				0				0	0	-
	6				0				0				0				0	0	-
	7				0				0				0				0	0	-
	8				0				0				0				0	0	-
	9				0				0				0				0	0	-
	10				0				0				0				0	0	-
	1				0				0				0				0	0	-
	2				0				0				0				0	0	-
	3				0				0				0				0	0	-
Photographic or filming or video equipment	4				0				0				0				0	0	-
	5				0				0				0				0	0	-
	6				0				0				0				0	0	-
	7				0				0				0				0	0	-
	8				0				0				0				0	0	-
	9				0				0				0				0	0	-
	10				0				0				0				0	0	-
	1				0				0				0				0	0	-
	2				0				0				0				0	0	-
	3				0				0				0				0	0	-
Cleaning Equipment and Supplies	4				0				0				0				0	0	-
	5				0				0				0				0	0	-
	6				0				0				0				0	0	-
	7				0				0				0				0	0	-
	8				0				0				0				0	0	-
	9				0				0				0				0	0	-
	10				0				0				0				0	0	-
	1				0				0				0				0	0	-
	2				0				0				0				0	0	-
	3				0				0				0				0	0	-
Paper Materials and Products	4				0				0				0				0	0	-
	5				0				0				0				0	0	-
	6				0				0				0				0	0	-
	7				0				0				0				0	0	-
	8				0				0				0				0	0	-
	9				0				0				0				0	0	-
	10				0				0				0				0	0	-
	1				0				0				0				0	0	-
	2				0				0				0				0	0	-
	3				0				0				0				0	0	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
	1				0				0					0			0	0	-
	2				0				0					0			0	0	-
	3				0				0					0			0	0	-
	4				0				0					0			0	0	-
	5				0				0					0			0	0	-
	6				0				0					0			0	0	-
	7				0				0					0			0	0	-
	8				0				0					0			0	0	-
	9				0				0					0			0	0	-
	10				0				0					0			0	0	-
Lighting and fixtures and accessories																			
	1				0				0					0			0	0	-
	2				0				0					0			0	0	-
	3				0				0					0			0	0	-
	4				0				0					0			0	0	-
	5				0				0					0			0	0	-
	6				0				0					0			0	0	-
	7				0				0					0			0	0	-
	8				0				0					0			0	0	-
	9				0				0					0			0	0	-
	10				0				0					0			0	0	-
Electrical equipment and components and supplies																			
	1				0				0					0			0	0	-
	2				0				0					0			0	0	-
	3				0				0					0			0	0	-
	4				0				0					0			0	0	-
	5				0				0					0			0	0	-
	6				0				0					0			0	0	-
	7				0				0					0			0	0	-
	8				0				0					0			0	0	-
	9				0				0					0			0	0	-
	10				0				0					0			0	0	-
Computer Supplies																			
	1				0				0					0			0	0	-
	2				0				0					0			0	0	-
	3				0				0					0			0	0	-
	4				0				0					0			0	0	-
	5				0				0					0			0	0	-
	6				0				0					0			0	0	-
	7				0				0					0			0	0	-
	8				0				0					0			0	0	-
	9				0				0					0			0	0	-
	10				0				0					0			0	0	-
Computer Equipment and Accessories																			
	1				0				0					0			0	0	-
	2				0				0					0			0	0	-
	3				0				0					0			0	0	-
	4				0				0					0			0	0	-
	5				0				0					0			0	0	-
	6				0				0					0			0	0	-
	7				0				0					0			0	0	-
	8				0				0					0			0	0	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT																		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity													
9					0				0				0				0	0	-														
10					0				0				0				0	0	-														
*Other Categories																																	
1					0				0				0				0	0	-														
2					0				0				0				0	0	-														
3					0				0				0				0	0	-														
4					0				0				0				0	0	-														
5					0				0				0				0	0	-														
6					0				0				0				0	0	-														
7					0				0				0				0	0	-														
8					0				0				0				0	0	-														
9					0				0				0				0	0	-														
10					0				0				0				0	0	-														
C. TOTAL (A + B):																				3,156,107.33													
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				315,610.73													
E. GRAND TOTAL (C + D)																				3,471,718.06													
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																																	
G. MONTHLY CASH REQUIREMENTS																																	
G.1 Available at Procurement Service Stores																				3082366.75													
G.2 Other Items not available at PS but regularly purchased from other sources																																	
TOTAL MONTHLY CASH REQUIREMENTS																																	
		948683.6	706153															758457	669073														
		73740.58	60550.2															66327.8	47313.4														
		1022424	766703	824785	716386																												

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

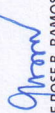
Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct

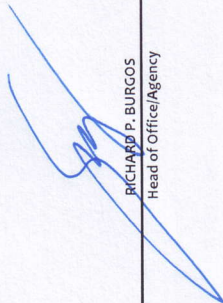
Prepared by:


 NENITA G. BALBALOSA
 Property/Supply Officer

Date Prepared:
 07 November 2016

Approved by:

Certified Funds Available /
 Certified Appropriate Funds Available:

 CECILLE ROSE B. RAMOS / ARLENE E. CENTENO
 Accountant /
 Local Budget Officer


 RICHARD P. BURGOS
 Head of Office/Agency